

Surplus Property Team Standard Operating Procedures

Job Title: Warehouse worker (Dan Martinez)

Job Summary: Screen excess federal property, arrange for shipment, receive and stage, property at the Draper location. The PUO officer also creates and maintains files, completes reports to the appropriate governmental agencies, and helps customers obtain the equipment they need either at the Draper warehouse through marketing efforts.

Tasks and Responsibilities – Daily (D), Weekly (W), Monthly (M), Yearly (Y), and as Needed (AN)

- **Screening and receiving excess property to the surplus location in Draper.** This duty includes creating and maintaining files, traveling on-site to excess screening locations, using computer technology to screen property from the Draper office, picking up property, filling out forms/reports to appropriate governmental agencies to track and record the excess property coming in and out of Draper, receiving, marking, and placing shipments on the warehouse floor. (D)
- **Marketing Excess Property.** This duty includes but is not limited to making phone calls to customers to find out their needs/wants, helping customers in the Draper warehouse, informing customers of available property, sending faxes and e-mails to potential customers, and forwarding information for excess property to be advertised on the Surplus web page. It is also the responsibility of the PUO to help new customers learn how to screen property according to their particular needs. (D)
- **The PUO has a responsibility to verify customers “eligible status.”** If customers are “ineligible” the Eligibility Specialist for Excess Property is notified and the steps are taken to process their application. (D)
- **Operate Heavy equipment necessary for the delivery and handling of surplus.** (AN)
- **Perform other duties as assigned by the Surplus Property Manager.** (AN)

Important processes I am responsible for or part of?

- Physical and electronic screening process (See the attached flowcharts)
- SBA Coordination
- Transporting Surplus Property

Miscellaneous information to be used as a reference to complete the tasks or processes listed above

- There are four references that the PUO in this position needs to continually refer to. They are:
 - (1) The Surplus Property “Plan of Operations”
 - (2) The “Federal Property Management Regulations Manual”,
http://propertydisposal.gsa.gov/ResourceCenter/laws_regs_all/fpmr/fpmr.html
 - (3) Guidelines for the 1033 program, <http://fleet.state.ut.us/usasp/1033.htm>
 - (4) Class “A” CDL

Quality control reports I run: Daily (D), Weekly (W), Monthly (M), and Yearly (Y)

- Maintains records of the items screened for the Surplus Property Activity report. (W)

Person that backs me up when I am on vacation or sick?

- Other two Federal Warehouse workers at the Draper site